

**JAMESVILLE-DEWITT  
CENTRAL SCHOOL DISTRICT**

**COMPREHENSIVE  
DISTRICT-WIDE SAFETY PLAN**

**DISTRICT EMERGENCY MANAGEMENT**

**2016-17  
Public Document**

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## **INTRODUCTION**

Providing an orderly plan for dealing with an emergency is part of the responsibility of school officials for the management and overseeing of the District. Situations range from man-made problems such as fires and bomb threats to nature-made blizzards or floods. Emergencies range from highly dangerous, life-threatening situations to problems that are a mere inconvenience. Through careful planning, however, the effects of an emergency are mitigated, property damage is minimized and, most important, injury and death are avoided. Small problems remain small and do not escalate into catastrophes. Finally, the situation can be brought back to normal quickly and efficiently.

This manual is an aid to planning for contingencies. The word “contingency” is used here to cover all situations ranging from a disaster such as a raging fire or severe flood to an annoying problem such as a broken water line in a building. It is broader in meaning than either the words “disaster” or “emergency.” A contingency is a situation that occurs unexpectedly, has negative consequences, and must be dealt with. The guiding principle for contingency planning is protection of life first, then preservation of property, including restoration to normal activities. When appropriate, mandates which influence planning and decision making are included.

While an emergency situation may require on-the-spot decisions to respond to fast-changing developments during the emergency, there is a set of six procedures that are standard responses to any emergency situation in schools. These six procedures are: Administer first aid, summon expert help, follow the instructions of the expert, evacuate to a safe place, take shelter inside the building and early dismissal. Obviously, all six procedures will not work for every emergency. Indeed, some of the procedures are part of the planned response to any school emergency.

Let us define each of these six procedures:

### **Administering First Aid:**

First aid is usually defined as treatment that will protect the life and comfort of the victim until more expert help is secured.

### **Summoning Expert Help:**

Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by fire fighters, heart attack victims must be under proper medical care, etc.

### **Follow Instructions:**

Once the expert help has arrived, those experts are usually “in charge.” At that time, the emergency procedure is to follow the instructions.

### **Evacuation to a Safe Place:**

Many, but certainly not all, emergencies will require that the inhabitants of a building get out and go somewhere else. Evacuating students from the school may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily in some other building.

### **Early Dismissal:**

Similar to evacuation, early dismissal or “go home” is merely a procedure for getting students out of the building and united with their families or with some responsible surrogates who have been designated by the parents to care for the child.

The time it takes to activate an evacuation and/or Early Dismissal Plan, of not only public schools, but non-public schools is vital information in the coordination of emergency local, county and state planning.

These plans need to be accessible in all buildings to the Building Administrator, secretary and alternate persons who could take charge.

**Take Shelter Inside the Building**

This is the emergency response in situations where it is necessary to have students/staff remain in their classrooms or work areas temporarily during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.

**ADMINISTRATIVE PROCEDURES**

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response have been prepared for various emergencies, e.g., civil disturbance, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the office of each Building Administrator, Building Nurse, and Building Head Custodian, as well as the office of the Superintendent, each Central Office Administrator, Superintendent of Building & Grounds, and the Transportation Supervisor.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

The Superintendent is the District’s Chief emergency Officer (CEO).

The Assistant Superintendent is the District’s alternate Chief emergency Officer.

The District Office serves as the Emergency Command Post.

The High School Office shall serve as the alternate Command Post; the transportation office can also serve this function, if necessary.

When an emergency is declared by the Superintendent, the members of the response team may be alerted to report to the Command Post.

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, (s)he will begin implementing the emergency plan by activating the chain of communication as follows:

- Superintendent
- Assistant Superintendent
- Business Administrator
- Director of Facilities
- Transportation Supervisor

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: **Early Dismissal, School Cancellation, Shelter-in-place, Hold-in-place, Lockdown, Lockout, and Evacuation.**

The decision to close school remains exclusively with the Superintendent. In case of absence or unavailability, the chain of command for emergency decisions is:

- Superintendent
- Assistant Superintendent
- Business Administrator
- Building Principals

The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

The Superintendent of Schools, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (BOCES), Jody Manning 433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

In an emergency, ordinary rule of work hours, work sites, job descriptions and any other contractual provisions are subject to State, County, or School District directives.

Transportation Staff members are expected to report to work when alerted of an emergency.

The Superintendent shall provide written information by September 15<sup>th</sup> of each school year to all students and staff about emergency procedures.

The Superintendent shall provide for at least twelve fire and emergency drills, four of which will be lockdown drills, and at least one early dismissal shall be held in each school building during each school year. The early dismissal will begin fifteen (15) minutes prior to the end of the regular school day. Parents shall be notified at least one week prior to an early dismissal.

The Superintendent shall review and revise, as necessary, the Emergency Management Plan at least once each year.

## **EMERGENCY MANAGEMENT GENERAL PROCEDURES**

### A. General

A specific response or set of responses exists for all foreseeable emergencies. Each Teacher and Non-Instructional Staff Member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. If uncertainty exists, the Building Administrator should be notified.

A copy of the Emergency management Plan is located in the office of each Building Administrator, each Building Nurse, each Building Head Custodian, each Central Office Administrator and the Director of Facilities and Transportation. The Plan includes the response or set of responses for each emergency and should be referenced if any uncertainty exists as to appropriate response.

If the Superintendent, or in his/her absence a designee, as the District's Chief Emergency Officer, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post.

Each Command Post shall also be equipped with a telephone, emergency lighting, and emergency telephone numbers.

Staff members involved in the response shall continue their response actions until the emergencies have ended.

The Superintendent shall provide for at least one sheltering drill, four lockdown drills, eight fire evacuation drills, and at least one early dismissal drill in each school building during each school year. Transportation and communication procedures shall be included in the drills. The sheltering drill and lockdown drill may occur at any time during the school day. The early dismissal drill will begin fifteen (15) minutes prior to the end of the regular school day. Parents shall be notified from the Superintendent's office at least one week prior to an early dismissal.

### B. Buildings

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occur. Since the safety and health of the students and staff are of prime importance the Emergency Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Emergency Plan.

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action.
3. Identification of sites of potential emergencies (inside and outside sources).
4. Identification of resources available (equipment, manpower, etc.).
5. Diagrams of all buildings/wings by floor.
6. Identification of exit routes and shelter areas.

The Building Administrator is responsible for monitoring the conditions of any school facility which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

C. Transportation Department

If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended.

The Transportation supervisor will maintain a current list of regular and substitute Bus Drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan.

Members of the transportation staff will be oriented to the emergency evacuation plan by the Director of Transportation.

D. Transportation Plan Details

1. All available drivers needed, will be notified by the Dispatcher and Supervisor to report in case of emergency, and to report to the Transportation Office. This will usually take approximately 1/2 to 3/4 of an hour.
2. Drivers reporting to the Transportation Office will be assigned a route. The Supervisor will notify the school Principals of the geographic area/school which should be dismissed first.
3. The Supervisor will assist in loading the students and giving the drivers last minutes instructions before they depart on their routes.
4. Students who are outside the School District under District authorization, i.e., field trips, athletic events. BOCES will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates.

## TRAINING EXERCISES AND DRILLS

Training programs can enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.

Training can entail short briefings or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

The training program should be coordinated with other School District's programs. Emergency management programs are available from a variety of sources including the local emergency management office and the National Weather Service.

### Training will be:

1. Provided for school staff who have been assigned specific roles and areas of responsibilities in the Emergency Plan;
2. Conducted annually to insure school staff and students understand emergency procedures and include any changes to school plans;
3. Coordinated with local emergency service providers to receive information on policies and procedures from the emergency services community.
4. Provided for all staff to prevent and respond to violence and mental health issues such as:
  - Suicide prevention
  - Depression/anxiety
  - Substance Use disorder

Provision will be made for new employees hired after the start of the school year to receive such training within 30 days.

The School District will, in cooperation with local emergency management officials conduct at least one annual exercise or drill to test the emergency plan. These exercises must specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

### Exercise and drills must be:

1. Conducted at least once every school year;
2. Designed to test school emergency plans for sheltering and early dismissal, and occur not more than fifteen (15) minutes earlier than normal dismissal time;
3. Inclusive of transportation and communication procedures;
4. Held with at least one week's notice to parents or guardians;
5. Coordinated and evaluated by local emergency services officials to improve the overall level of school emergency plans.



## **DISTRICT-WIDE PREVENTION AND INTERVENTION MEASURES**

In each building there are professional staff who spend substantial time working with students on non-academic matters. These service providers may include school counselors, psychologists, and student assistance counselors. In addition, there are programs and activities which help foster connections and communication between staff and students.

### **High School**

The high school has a staff of five school counselors, a school psychologist and a student assistance counselor all of who see students and can respond to a crisis when necessary.

All freshmen are exposed to concepts of non-violent conflict resolution during guidance seminar. Individuals can receive separate and personal attention with one of the school counselors, the school psychologist, or the student assistant counselor. Guidance seminar covers a number of other topics such as adjustment to the high school, communication skills, and stress management. It also serves as a forum in which counselors form relationships with students from which they can address potential student issues.

Mediation to resolve conflict can be done by any of the counseling staff. In appropriate circumstances district students involved in the legal system may be assigned to Youth Courts through the DeWitt Town Court. Training is provided under the Dignity for All Students Act to foster positive and respectful behavior.

Open student forums are offered at which administrators and counselors are present and where students can voice concerns about the school community.

### **Middle School**

The middle school currently sponsors numerous programs for prevention and intervention. Among them are individual and group counseling, mediation services, Project Adventure, Project SAVE provided by the Town of DeWitt Police Department, and Student Government. Character education is an integral component of the instructional program.

### **Elementary Schools**

Along with various helping professionals, the elementary schools use many strategies to enhance students' emotional experiences. These include: social skills training, individual and group counseling, responsive classrooms, character education, Personal Safety Program, Project SAVE provided by the Town of DeWitt Police Department, etc.

## IMPLIED OR DIRECT THREATS OF VIOLENCE IN SCHOOLS

### I. Situation

- A. Via Phone Call/Texting, Social Media or other Electronic Means
  - 1. Person receiving call should:
    - Fill out telephone threat information sheet;
    - Try to prolong conversation as long as caller will talk;
    - Obtain as much information as possible;
    - Listen for characteristics of caller and background noise.
  - Person who sees/receives information via texting, social media or other electronic means should:
    - Immediately report the threat and its origin to a parent or school staff member, making sure evidence of the threat is documented/maintained
  - 2. Notify building administrator and describe situation as soon as possible.
  - 3. Building administrator – notify superintendent and police
  - 4. Building administrator – implement response action
  - 5. Building administrator/head custodian -upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate
  - 6. Building administrator – keep superintendent informed
  - 7. Superintendent – informs other building administrators
- B. Threatening Situation in Building or on School Grounds
  - 1. First person upon scene – survey situation.
  - 2. Direct students to the nearest safe place to the greatest extent possible.
  - 3. Notify building administrator and describe situation as soon as possible.
  - 4. Building administrator – notify superintendent and police
  - 5. Building administrator – implement response action.
  - 6. Building administrator/head custodian- upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate
  - 7. Building administrator – keep superintendent informed
  - 8. Superintendent – informs other building administrators
- C. Unidentified or Unauthorized Visitor
  - 1. Approach anyone without a “Visitor” ID Tag
  - 2. Escort person to the main office to sign in and receive “Visitor” ID Tag
  - 3. If they refuse and are uncooperative, remain in proximity
  - 4. Notify building administrator and describe situation as soon as possible
  - 5. Building administrator – notify superintendent and police
  - 6. Building administrator – implement response action
  - 7. Building administrator/head custodian- upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate.
  - 8. Building administrator – keep superintendent informed
  - 9. Superintendent – informs other building administrators
- D. Police – notify other educational agencies as appropriate

### II. Protocol

The District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the District administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence.

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume the threat is serious;
  - Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Immediately report the threat to a school administrator/designee; and
  - Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
  - Assume threat is serious;
  - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
  - Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
  - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received
5. Factors to consider when determining whether a threat is credible are listed in Appendix "G," for use by administrators.
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
7. If it is agreed that the threat is credible:
  - The administrator will immediately consult with appropriate law enforcement
  - The school administrator shall take appropriate action in accordance with the given instructions
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

# **POTENTIALLY VIOLENT STUDENT BEHAVIOR**

## **PREVENTION AND INTERVENTION**

In each building the transfer of information regarding potentially violent behavior, including threats by students against themselves, takes a specific path depending on the structure of the faculty and the building's safety plan. In any building, if a threat were serious the building administrator would begin a "Lockdown" or evacuation, and building specific plans would be followed. With a less serious threat, an administrator would be consulted who, along with the counseling staff, would decide if other members of the school community needed to be notified.

### High School and Middle School

Potentially violent behavior in students is usually detected by a faculty member observing behavioral change in a student or by another student reporting information to a faculty member. Often a student who is in an emotional state (considering a violent act) will approach a counselor or favorite teacher on his own.

In most cases the student's counselor will be contacted and a meeting with the student will follow. The counselor will assess the student's mental state and decide if there is an appropriate intervention possible. Depending on the seriousness of the situation, an administrator, the student's parents, and the police could be contacted. The counseling staff could also make appropriate referrals to outside agencies.

The superintendent and building administrators will decide if the situation is such that other members of the school community need to be made aware of and take steps to do so.

### Elementary Schools

If a student demonstrates potentially violent behavior, he or she would be referred to a building administrator. The building administrator could access the Pupil Services Team, school psychologist, classroom teachers, and/or the school nurse. Information about students who demonstrate potentially violent behavior would be given to appropriate middle school staff when the child moves up.

## **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS – 155.17 (e)(1)(xiii & v)**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. These concerns are identified and addressed in the Jamesville-Dewitt Central School District Code of Conduct. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and or law enforcement officials.

### **A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR**

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.

7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/ guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.
26. Uses social media to express thoughts of violence.

B. INTERPRETATION OF WARNING SIGNS

The fact that a student exhibits the behaviors above does not necessarily mean that such student is violent. Therefore everyone concerned must take precautions that students are not needlessly stigmatized.

## **PUBLIC INFORMATION**

In any situation where normal school activities are disrupted, it is crucial for the School District to recognize its obligation to inform the public and how the District is responding to it. The Superintendent of Schools is the main individual who answers reporters' questions and will coordinate the overall public information function.

The Superintendent will be responsible for organizing information that is transmitted to the media and to parents during emergencies. The overall functions of the public information designee will be:

1. To provide correct information to the public on what is occurring and what the School District is doing in response;
2. To prevent erroneous information from being disseminated;
3. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
4. To act as a liaison between the media/public and School District officials who are involved in decision making and the operational response to the emergency;
5. To organize the District's response to parents as they inquire as to the health and safety of their children.

## **REPORTING VIOLENT INCIDENTS**

The Commissioner of Education has established a Uniform Violent Incident Reporting System whereby all public school districts are required to file an annual report concerning violent and disruptive incidents that occurred on school property during the prior school year. The district is required to report the following information:

- The type of offenders
- If any offender is a student, the age and grade of the student
- The location where the incident occurred
- The type of incident
- Whether the incident occurred during or outside of regular school hours
- Where the incident involves a weapon, whether the weapon was a firearm, knife or other weapon
- The actions taken by the school in response to the incident, including when the incident was reported to law enforcement officials and whether disciplinary action was taken against the offender
- Any student discipline or referral action taken against a student/offender, including, but not limited to, an out-of-school suspension, an involuntary transfer to an alternative placement, an in-school suspension, a referral for community service, a referral for counseling, or a referral to the juvenile justice system, along with the duration of such action.
- The nature of the victim, including the victim's age and grade where appropriate school districts and Boards of Cooperative Educational Services will also be required, in a form prescribed by the Commissioner, to include a summary of such information in their report cards.

The report will be filed as specified by the Commissioner of Education.

## **STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (e)(1)(ii)**

### A. GENERAL EVACUATION

Evacuation may be necessary in the event of fire, weather, other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

1. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:
  - (a) Fire Alarm
  - (b) Intercom System
  - (c) Verbal or Written Notification
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Safety Plan and included in the Emergency Response Bag "Gotta Go Bag". Normal evacuation routes will also be posted in each room.
4. Teachers are to bring their Daily Attendance Records with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers may be asked to turn in their Attendance Roster to the Building Administrator for use at the emergency command post.
5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school's intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
7. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
8. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.
9. All persons shall proceed to the designated Safety Zone and remain there until further notice.
10. Teachers must take attendance once in the designated Safety Zone, and are to notify the Building Administrator if a student is not present.
11. Any time teachers have to relocate their class, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.



If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander.

Students will not be allowed to go home on their own (i.e., walking or in personal vehicles) unless previously authorized by a parent). A parent or a pre-arranged surrogate may sign a Student Release Form and pick up their child at the designated reunification site.

12. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
13. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

#### B. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Safety Plan shall have a list of special needs students and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan is in the Building Level Safety Plan. This plan should include every child or staff member who has limited mobility and will be reviewed as necessary (i.e.) when students and personnel change.
2. In case of an Emergency where evacuation or a long-term stay on-site is required, the Director of Pupil Personnel Services and designated staff will respond to the designated Safety Zone to assist with special education students and staff who serve them.
3. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Special Education and or designated staff will act to facilitate the use of such groups.

#### C. SHELTERING AND HOLDING IN PLACE

Not all Emergencies will require building occupants to get out and go somewhere else. A **shelter-in-place procedure** is appropriate for situations when it is necessary to hold students in an inside Safety Zone temporarily during an Emergency until things can be returned to normal or dismissal can be arranged. A **hold-in-place procedure** is appropriate for situations when it is necessary to limit movement of students and staff while dealing with short term emergencies. Protocols for a shelter-in-place response and a hold-in-place response for each school building are in the Building Safety Plans. General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.

3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone for a shelter-in-place or remain in the classroom or cafeteria for a hold-in-place. Classroom teachers should take attendance. Faculty should bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or emergency management authorities to take further action.
7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources and request assistance from County Emergency Management Office, the American Red Cross and other agencies as appropriate.
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

D. LOCK-DOWN

A lock down procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. Protocols for a Lockdown response for each school building are in the Building Safety Plans. General procedures are as follows:

1. A lock-down procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff, i.e. dangerous intruder.
2. The Building Administrator will apprise all building occupants of a lock-down order using a plain language announcement. Students and staff shall remain in their classrooms or work-area until the Building Administrator and/or law enforcement officials open the door.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
4. Building staff shall lock their doors and secure students out of the line of sight.
5. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents at a predetermined location.

E. LOCK-OUT

A lock-out procedure is most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

1. The Building Administrator, or person-in-charge, will apprise all building occupants that lock-out procedures are being implemented using a plain language announcement.
2. The Building Administrator will contact local 9-1-1 emergency responders (if not first apprised by law enforcement) and notify the Superintendent.
3. If the emergency dictates, building staff should close and lock windows.
4. Students/staff who are on the school grounds will be immediately summoned to return to the school building.
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
7. Modify normal dismissal procedures as appropriate.

F. EARLY DISMISSAL

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent. Each Building Safety Plan shall contain provisions on the process to be used for communication with parents or guardians regarding the early dismissal. That information is detailed in the Building-level plans.

1. Early dismissal is available as a building evacuation option for Emergency situations as decided by the Superintendent.
2. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
3. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
4. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator, as the Emergency dictates will select alternate dismissal procedures and/or loading areas.

**GUIDELINES FOR SPECIFIC EMERGENCY RESPONSE PROTOCOLS AND  
MULTI-HAZARD RESPONSES**

**155.17 (e)(1) (xiv),(xv (xvi)**

**A. GENERAL PROTOCOLS**

The Building Safety Plans contain specific procedures for each Standard Emergency Response Procedure outlined in this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate, one or more of the following responses will be carried out:

1. EVACUATION - Takes place in the event of fire, bomb threat, or other emergency which requires students and staff to leave the building immediately.
2. SHELTERING/HOLDING IN PLACE - May be used in the event of an emergency where students and staff are instructed to remain in their classrooms/work-areas or instructed to assemble within an inside shelter area (a designated Safety Zone or other designated area. Students and staff are to remain in-place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
3. LOCKDOWN – May be used in the event of a dangerous intruder, violence, civil disturbance or other Emergency during which movement about the building would endanger the safety of staff and students.
4. LOCKOUT- May be used in the event of notification that a dangerous person or condition may be a credible threat to the security of the building. All exterior doors are locked and monitored by administrators or other assigned staff.

**B. HAZARD SPECIFIC RESPONSES**

Confidential procedures for specific emergencies are provided within the Building-level Plans for various contingencies including:

1. Assaults and Fights
2. Biological Agent or Poisonous Substance Threat
3. Bomb Threats
4. Dangerous and/or Armed Persons
5. Fire Alarms
6. Hazardous Material Spill In The Building
7. Hazardous Material Spill Off-Site
8. Medical Needs and Automated External Defibrillators
9. Nuclear Emergency
10. Severe Storm
11. System Failure (loss of power, heat, water, sewer, gas leak, structural)
12. Threats of Violence – Implied or Direct

## SCHOOL BUS BREAKDOWN/ACCIDENT

The instructions which follow are suggested procedures to be followed by the Bus Driver in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

### A. Mechanical Breakdown

1. Bring bus to a stop in a safe location.
2. Activate four-way hazard lights.
3. Determine the nature and extent of breakdown.
4. Call transportation department for help by two-way radio. Give as much information as possible:
  - Location
  - Symptoms of problem
  - Assistance needed
  - Number of students on bus
5. Protect the scene and display the reflectors found in your bus.
6. Make students as safe and comfortable as possible.
7. Move students to a safe location away from bus only if there is an imminent danger.
8. Send for help if radio is unusable.
9. No student should leave the scene until authorized by police or a school official.

### B. Accident

1. Keep calm; don't panic. Reassure students that they will be alright.
2. Activate four-way hazard lights.
3. Make radio contact with transportation department if possible, giving the following:
  - Exact location
  - Number of vehicles involved and extent of damage
  - Nature and number of injuries (either vehicle)
  - Assistance needed (police, medical, fire)
  - Number of students on busCall the appropriate law enforcement agency if the transportation department cannot be reached or if there is need for immediate assistance.
4. Make sure students are taken care of properly.
5. Protect the scene - properly display the reflectors found in the bus.
6. Make students as safe and comfortable as possible.  
**Students should not be moved unless there is an imminent danger.**
7. Make a list of all students on the bus at time of accident. (name, age, seat location, position, seat belt use, injuries, nature of injury)
8. Move students to a safe location, away from bus if necessary.

9. Send for help if radio is unusable.
10. Assist others who may be injured who were involved in the accident.

C. Accident - Transportation Staff

1. Notify:
  - Police (911)
  - Building Principal
  - School Nurse's Office during school hours
2. Transportation Supervisor or Head Mechanic may direct replacement bus to remove students from bus **only after instructed to do so by Emergency Personnel on the scene.**

A transportation accident notification form with information about the accident will be distributed to each child to inform parents of the accident.
3. If the accident occurs on the way to school or during the school day, all students should be brought to school, after the police/rescue personnel have authorized the students to leave the scene of the accident. They should be directed to one location where the school nurse should assess each student. Parents of any student with injury or suspected injury will be notified.

If the accident occurs as a bus is delivering students home from school, a bus will deliver the students home after the police/rescue personnel have authorized the students to leave the scene of the accident.
4. If the accident occurs on a field trip during an evening or weekend, the student supervisor on the bus and the transportation department representative will develop the strategy to notify the parents of each students. The student supervisor and bus driver should each have a roster of students on the bus with parent emergency contact information.
5. After 4:00 weekends or holidays call: Transportation supervisor, head mechanic
6. Notify:
  - Superintendent/Business Administrator (445-8300)
  - Building Principal
  - School Nurse - those with injuries

D. Additional Useful Procedures at Accident Site:

1. Do not move injured persons unless absolutely necessary, and only after the extent of injuries have been determined by thorough examination by qualified person. Exceptions to this would be, if a life threatening situation should exist, such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Assist persons who have stopped breathing first, then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
4. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the student.

E. Reporting Accident

1. Department of Transportation Part 722 (Reporting of Accident):

- a. 722.1 “Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph.”
  - b. 722.1 “No work shall be performed on and no passenger will be transported in the vehicle until it is released by D.O.T.”
2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:
- a. Section 600 - Leaving scene of an incident without reporting:
    - 1.a. “Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his / her license and insurance identification card for such vehicle...then he/she shall report the same as soon as physically able to the nearest police station or judicial officer.”
  - b. Section 601 - Leaving scene of injury to certain animals without reporting:
 

“Any person operating a motor vehicle which shall strike and injure any horse, dog or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or police, peach or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if none of these has been located, then to a police officer of a nearby community).”
  - c. Section 605 - Report required upon accident:
 

“Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars (\$600.00) is sustained, shall, within ten (10) days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.”
3. State Education Department:
- a. Definition of school bus per Section 142 of Article 1, Title 1 of Vehicle and Traffic Law: “School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers or other persons acting in a supervisory capacity to or from school or school activities.”
  - b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.
4. Forms - For Reporting Accident
- a. MV-104 (3/80) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
  - b. MV-104f (6/81) - This multi copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.

F. Emergency Drills on Buses

1. The drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by the Board of Education. Pupils attending public and non-public school who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1 and December 31 and the third, between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their district has complied with the regulation.



## **ANAPHYLAXIS EMERGENCY PROTOCOL**

If a student or adult in the building is exhibiting symptoms of potential anaphylaxis, the following procedure should be followed:

### IF THE SCHOOL NURSE IS AVAILABLE:

1. Bring the student/adult to the Nurse's Office. Do not send the individual to the health office alone without an adult. Stay with the individual because the nurse will need your help.
2. If the student is too compromised to bring to the nurse's office, call the school nurse. Tell the school nurse the student's NAME and tell the nurse to "BRING THE EPI-PEN."
3. The school nurse will take over the care of the individual, including assessment and administration of the Epi-pen if needed. The school nurse may ask you to:
  - CALL 911 and tell ambulance to bring Epinephrine. Stay on the phone line & answer questions until the operator tells you to hang up.
  - Notify an administrator. Get help from other adults.
  - Have a staff member meet the ambulance so EMTs can be brought to the student's location as soon as possible.
  - Suggest the ambulance take the child to the Pediatric Emergency Room at Upstate Medical Center University Hospital.
  - Arrange for an appropriate staff person/administrator to call the parent so parent may come to school or meet the ambulance at the emergency room.
  - Appropriate staff member who knows the child should accompany student to the hospital if parent is not available to do so.

### IF THE SCHOOL NURSE IS NOT AVAILABLE AND YOU HAVE BEEN TRAINED TO ADMINISTER AN EPI-PEN:

1. **DO NOT HESITATE TO ADMINISTER EPI-PEN!** Waiting too long will endanger the student's life if student is experiencing anaphylaxis.
2. Get help from other adults while you stay with the child.
3. Have an adult **CALL 911** and follow above steps regarding calling 911.

IF THE SCHOOL NURSE IS NOT AVAILABLE AND YOU ARE NOT TRAINED TO ADMINISTER AN EPI-PEN: CALL 911 IMMEDIATELY and follow directions of the 911 Operator. Get help from other adults to follow steps above.

## **POOL MANAGEMENT PROCEDURES**

Organization and Management of the Pool (under the direct supervision of the Jamesville-DeWitt School District)

A. Chain of Command

- Superintendent of Schools
- Building Principal
- Director of Health, Physical Education and Athletics
- Pool Director
- Teacher/Coaches
- Lifeguard
- Responsible Person

B. General Job Duties – School District Personnel

*It is everyone's responsibility to provide the safest possible swimming environment for our students and pool users.*

While duties and responsibilities are assigned within this document, EVERYONE with contact with the pool has the RESPONSIBILITY to speak up when a potentially dangerous or immediate danger exists.

1. Maintenance Staff

General duties:

- a) Inspect the pool area each morning prior to use.
  - Door self-locking mechanism should be functioning properly.
  - Pool lights are working properly and providing adequate illumination.
  - Pool main drain grates are in place and must be clearly visible.
  - The pool filters, pumps and chemical testing unit should be checked to determine proper functioning.
- b) Test chlorine and pH levels three times per day and record results on the Health Department form. This is to be sent to the Health Department on the last day of each month.
- c) Inspect the pool at the end of the day when closing the building. Monitor bather use to determine pool vacuuming schedule.

Chemical Storage and Handling:

- a) Always keep chemicals in their original containers and labeled.
- b) Chemical dispensing crocks are to be clearly labeled.
- c) Follow instructions on the chemical container.
- d) Never mix any chemicals with chlorine products – dangerous chlorine gas will develop immediately.

- e) Know your chemicals and what to respond to in case of an accident such as spilling or splashing in the eyes.
- f) New chemical deliveries are to be immediately put away.

2. Teachers

General overview: It is the teachers' responsibility to prevent a drowning, spinal cord injury or serious accident from happening while maintaining a safe aquatic learning environment.

Specific duties:

- a) At the beginning of each day assure that all safety equipment is in place and in good working order. This includes telephone, First Aid Kit, Rescue Buoys (2), Backboard with head immobilizer and Guard Chair.
- b) Supervise use of pool and activities in and around the pool to prevent a drowning, spinal injury or serious accident.
- c) Supervise and direct the responsible person or lifeguard to ensure maximum coverage during teaching situations.
- d) Strictly enforce the Diving Safety Plan:

No recreational diving from the springboard is permitted. Springboard diving is only permitted when the student or athlete is receiving formal instructions and is under DIRECT supervision of the teacher or coach.

The use of the starting blocks is strictly prohibited in recreational swim periods. The starting blocks are ONLY to be used by the competitive swim team members while under the DIRECT supervision of the coach.

3. Teacher Aides (Responsible Person)

General overview: Assist the teacher in providing a safe aquatic environment.

Specific duties:

- a) Be familiar with the pool rules and class regulations.
- b) At the beginning of each new class unit, ask the teacher for information that will help you observe the students.
- c) Know how to use the telephone to call **911**

4. Lifeguard

To ensure the safety of all patrons at all times. Under NO circumstances should a secondary duty such as answering the telephone, talking with other staff or getting out equipment, etc. **EVER** take the place of the **PRIMARY DUTY**.

5. Pool Director

General Overview: The pool director is responsible for the management and oversight of the facilities and programs associated with the pool.

Specific Duties:

- a) Ensures all health and safety requirements are met
  - b) Ensures all staff and supervisors are appropriately certified
  - c) Reviews condition of facility on a regular basis and communicates any concerns to appropriate district personnel
  - d) Oversees and monitors pool activities, checking for adequate supervision, use of facility and equipment, and safety
6. Outside Providers
- Head Supervisor
  - Lifeguard
  - Coach(es)
- E. Emergency Actions
- 1. Lifeguard (LG) reaction to an in water emergency – one long blast of whistle and effects a rescue. Responsible person (RP) helps to clear the water and moves the remaining swimmers to safety. Once that is accomplished, assist the lifeguard.
  - 2. Lifeguard (LG) assesses the condition of the victim.  
DOES THE VICTIM NEED MEDICAL ATTENTION?  
The RP calls 911.

**EMERGENCY 911 INFORMATION**

- a. This is (name of caller).
- b. I have a (type of accident).
- c. We are at the Jamesville-DeWitt Middle School located on Randall Road in the town of DeWitt.
- d. The condition of the victim. State of consciousness, condition of breathing and heart beat, severe bleeding, shock, etc.
- e. Please send (Rescue Squad, Fire Department, Police)
- f. The entrance to the pool is on the south side of the building across from the tennis courts.
- g. Someone will direct you from the front of the school

**DO NOT HANG UP UNTIL DIRECTED TO DO SO BY THE DISPATCHER.**

**EMERGENCY PHONE NUMBERS**

- |                                 |          |
|---------------------------------|----------|
| Andy Eldridge, Principal        | 445-8360 |
| John Goodson, Athletic Director | 445-8345 |
| Paul Valentino, Pool Director   | 445-8360 |
- 3. The RP calls the front office to activate emergency plan.
    - a. The front office notifies the nurse, building administrator, district administrator and pool director
    - b. Office personnel are designed to direct the rescue squad to the back parking lot.
    - c. The pool director calls the Health Department before going to the pool.
  - 4. The RP brings the First Aid equipment to the Lifeguard.

5. The RP assists the Lifeguard until the nurse or other trained personnel arrive.
6. The remaining students are escorted to the locker rooms by additional teachers that respond to the accident.
7. A written report of the accident is to be completed within the first hour after a serious accident. The pool director will conduct a de-briefing and will issue a written report to the Health Department within 7 working days. (see Appendixes for forms).
8. The Onondaga County Health Department is to be notified within 24 hours for any accidents which:
  - a. result in a death
  - b. require resuscitation
  - c. require referral to a hospital
  - d. are bather illness associated with water quality

F. Emergency Plan – Related procedures

Emergency Equipment

1. 2 Rescue tubes
2. 2 Reaching poles
3. 2 Ring buoys
4. 1 Backboard with head immobilizer
5. 1 – 24 unit First Aid kit including a pocket mask
6. 1 Telephone

This equipment is to be present and in working order in order to use the pool.

Epileptic Seizures:

Epileptic seizures that occur in the water are a life-threatening situation and the Emergency Action Plan should be activated. An Epileptic seizure that occurs on land is normally a life-threatened situation. Follow the normal accident procedures. DO NOT allow the victim to re-enter the water until they are cleared to do so by medical personnel.

Chlorine Leak:

Chlorine leaks are potentially deadly situations. The pool and the school should be evacuated, up wind.

Incident Log:

An Incident Log Book will be kept in the pool office. Any accident that requires first aid should be recorded into the book. This includes, but is not limited to, an accident that:

1. Results in a death
2. Requires resuscitation
3. Any bather related illnesses (see Appendix A)

Safety Regulations

1. Swimming is allowed ONLY when a LIFEGUARD IS ON DUTY.
2. The maximum capacity is 135 bathers.
3. Pollution of the swimming pool is prohibited: urinating, discharge of fecal matter, expectorating or blowing the nose is prohibited.

4. Glass containers are prohibited from the pool and locker room areas.
5. Persons with open cuts, sores and rashes will not be allowed in the pool area.
6. A shower is required before entering the pool.
7. Conduct that endangers the safety of one's self or other pool users is strictly prohibited, such as horseplay, dunking or throwing people in the pool.
8. There is no smoking in the building.
9. The use of alcohol and other drugs is prohibited in the pool area.
10. Diving is NOT permitted unless under the direct supervision of an instructor.

#### Safety Drills

The teachers, swim coaches, teacher aides, school nurse and building principals will conduct at least one safety drill each year. If possible, the DeWitt Fire and Rescue unit should be included in the drill. Each year the staff will be required to review this document and to acknowledge in writing that they understand their role in preventing and responding to emergencies in the pool area. This sign log sheet will be kept in the First Aid and Emergency Logbook.

## **CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (e)(1)(vi)**

New York State requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. The District continually works with law enforcement to develop a mutually satisfactory protocol for such reporting. Generally, the following procedures shall be followed by District personnel:

### A. SEQUENCE OF ACTIONS.

1. The first person who becomes aware of an emergency should notify the Building Administrator's Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
  - Call 9-1-1
  - Call the Superintendent
4. The Reporting Guidelines that are set forth in the Building Safety Plans should be implemented depending on the nature of the Emergency.

**COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY**  
**- 155.17 (e)(1)(ix & x)**

A. RESOURCES AVAILABLE

The following resources are available in the event of an emergency:

<u>RESOURCE</u>	<u>LOCATION</u>
Telephone System .....	All
Zoned Fire Alarm System .....	All
Radio Station/Portable Radios .....	Transportation/Maint. Center High School
Public Address System.....	All except: Maintenance Transportation Center
First Aid Supplies .....	All
Fire Extinguishers.....	All
Electrical Generators, Built-in .....	Middle School
Water Supply – Fire .....	All
Food Storage .....	All
Vehicle Fuel Storage.....	Transportation/Maint. Center (Gasoline & Diesel)
Heating Fuel Storage (#2 heating oil)	
Flashlights, Batteries .....	All
Maps (School District Area and Roads).....	Transportation/Maint. Center
Building Floor Plans .....	All
Buses .....	Transportation/Maint. Center
Pick-up Trucks, Vans, Snowplows .....	Transportation/Maint. Center
Maintenance Tools & Equipment: .....	Transportation/Maint. Center
Portable Electrical Generator	
Portable Water/Mud Pump	
Portable Welder	
Portable Lifts	

B. STAGING AND TREATMENT AREAS

Staging and treatment areas will vary depending on the location of the emergency. Administrators, supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

C. LOCATION OF THE INCIDENT COMMAND POST

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Safety Plan, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a



safe and accessible location within the outer perimeter. Whenever possible, the Command Post should have the availability of land-line telephone communications.

D. PERSONNEL AT THE INCIDENT COMMAND POST

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Superintendent and the Building Administrator or Site Supervisor. The Superintendent shall be designated the Incident Commander, or the Building Administrator in his/her absence until law enforcement or emergency services personnel arrive.
2. The Director of Facilities. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school secretary for the involved building shall bring the school's Emergency Response Bag.
4. The Building Level Emergency Response Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

E. DUTIES OF THE SUPERINTENDENT

1. The Superintendent, or a designated administrator, will represent the District as part of the staff at the Command Post.
2. The Superintendent or designee will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He or she will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students.
3. The Superintendent or designee shall also be responsible for:
  - Mobilizing District personnel and resources as necessary
  - Designating a staff member to organize the District's response as parents or guardians inquire either via telephone or in person as to the health and safety of their children
  - Providing information as District Spokesperson with the approval of the Incident Commander
  - Performing other duties as assigned by the Incident Commander
  - Maintaining an updated list of radio and television station telephone numbers for use in an emergency
  - Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies
  - Directing that each Building Administrator review the Building Level Emergency Response Plan for his or her school to update any personnel changes.
4. The Superintendent, or designee will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will

also alert the Business Administrator and the Superintendent of Buildings and Grounds where appropriate.

F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this Plan and the Building Safety Plan for your school prior to each school year.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining pick-up of students and handicapped passengers at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
4. Maintain close contact with the Incident Commander at the Emergency Command Post.
5. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

G. DUTIES OF FACULTY AND STAFF

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
2. All District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
3. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone, avoiding any hazard zones.
4. Building Administrators will designate staff to bring the Emergency Response/"Gotta-Go Bag" for all emergencies. This bag will go with each Building Administrator for all evacuations (inside, outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. This bag should minimally contain:
  - A flashlight and spare batteries
  - Updated class rosters for each class using the room
  - Emergency evacuation (including assisted evacuation) plans
  - Latex gloves
  - Pen and paper
  - Names and telephone numbers of crisis team members
  - List of assigned roles for school personnel and division personnel
  - Laminated sign with the classroom teacher's name in bold letters
  - Spare batteries for two-way radios
5. Special area teachers and non-instructional employees shall report to the designated Safety Zone and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Safety Zone or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be

responsible for maintaining order, providing support, and escorting students to Safety Zones or relocation site.

7. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

#### H. DUTIES OF CUSTODIANS

The custodial staff shall follow the direction of the Director of Facilities, the Building Administrator or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio communication is “open” throughout the Emergency situation.
3. Provide support and be alert to needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. Secure the building and check to ensure that everyone is evacuated.

#### I. DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the Safety Zone and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

#### J. DUTIES OF THE SUPERINTENDENT OF BUILDINGS AND GROUNDS

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Mobilize maintenance and be prepared to share blueprints for any and all school buildings with police or Emergency officials whenever needed.
3. The Director of Facilities will also set up:
  - A system for sharing blueprints of our buildings if needed during an Emergency
  - A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties after an Emergency.

4. Ensure radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted. Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency personnel.
5. Recommend a plan and process for resuming normal school operations. Work with Emergency Personnel and the Building Administrator to return school operations to normal as soon as possible.

K. DUTIES OF SECRETARIAL AND SUPPORT STAFF

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining the radio and/or phone contact and alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an “office” in the Safety Zone if this area is activated.

L. DUTIES OF THE SPOKESPERSON

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the District is responding to it. The District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall serve as District Spokesperson.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson will be:
  - To provide correct information to the public, by telephone, electronic communication, media, or letter as appropriate, as to what is occurring and District response;
  - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
  - To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
  - To organize the District response to parents; and
2. All news releases and public statements on behalf of the District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
3. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
  - Causes or motives for the incident
  - Extent of casualties or damage
  - Expected duration of the operation
  - Liability or responsibility for the incident
  - Tactical responses, operations or considerations

4. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
5. The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Safety Plan for information about, and reunification with, their children.

M. DUTIES OF THE SUPERVISOR OF TRANSPORTATION:

In the event of an Emergency, the Supervisor of Transportation will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.
2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the pre-determined re-location site(s) for each school. Insure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center may serve as hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.
7. The Supervisor of Transportation and law enforcement may declare at any time during an Emergency a CODE SILENCE, which means ALL radio traffic not related to the emergency MUST CEASE. Normal radio traffic may resume only AFTER the Transportation Supervisor or law enforcement official stops the Code Silence.

N. DUTIES OF SCHOOL LUNCH DIRECTOR

In the event of an Emergency, the School Lunch Director shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their building to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurse, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.
6. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

**INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(e)(1)(xvii, viii)**

In an Emergency, the Superintendent of Schools will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact the Onondaga County Emergency Management Center for assistance. Appendix C contains the names and the phone numbers of other agencies, which may be contacted as appropriate.

**INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (e)(1)(xvii, xix & xi)**

A. DISTRICT SITES

Upon notification or declaration of an emergency the Superintendent, or designee, will contact all District sites/schools to communicate emergency information and instructions.

B. PARENTS, GUARDIANS AND COMMUNITY

1. Parental Notification

At the start of the school year or when students enroll the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans for the child’s welfare if neither parent can be informed of early dismissal; and
- Special students’ needs: medical and other

2. Parental and Community Notification

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

- The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize the District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

C. STATE EDUCATION DEPARTMENT

The Superintendent will be responsible for notifying The New York State Education Department, and the OCM BOCES District Superintendent, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

## **SCHOOL SAFETY PERSONNEL – 155.17(e)(1)(xviii)**

### A. ALL STAFF

In addition to the assigned Safety/Security Personnel the District training has been provided to instructional, clerical, custodial and other support staff, where we review safety procedures for violence prevention and intervention strategies. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Working with Building Administrators and guidance counselors to present problems of truancy and work on solutions
- May be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.

## **MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(e)(1)(xiv)**

### A. TRAINING OF STAFF

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Level Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
2. Training for District staff is conducted throughout the school year. This training includes, but is not limited to Right-To-Know, Hazard Communication, Bloodborne Pathogens, CPR and AED training, Allergy Management, preventing and responding to violence and mental health issues, and overview of the District Safety Plan and Code of Conduct. This training is conducted annually to insure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Safety Plans. The District coordinates with local police, the Onondaga County Sheriff's Office, NY State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, CPR and first Aid courses, as well as additional incident specific programs.
3. Other agencies participating in this Plan (e.g., police, fire, EMS) conduct appropriate training as required.
4. Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

## SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS

### A. RESPONSIBILITIES OF THE DISTRICT

All Building Administrators and Program Supervisors will perform the following tasks with respect to training for staff and students.

1. Review the Building Safety Plan for their particular building with their staff no later than September 15<sup>th</sup> of each academic year. Any revisions to the Plan will be disseminated to staff at the beginning of each school year.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by the District.
4. Prepare education, training, and drills required to assure effective operation of the plan.

### B. RESPONSIBILITIES WITH RESPECT TO STAFF

The following tasks shall be performed by the Building Administrators with respect to staff training. Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff and volunteers so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.



**EMERGENCY DRILLS AND EXERCISES – 155.17(e)(1)(xv)**

A. CONDUCT OF DRILLS

Instructional sites within the District will hold one annual early dismissal drill, four lockdown drills, as well as routine fire drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

1. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations.
2. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
3. Emergency services agencies and the District will cooperatively conduct meetings to discuss the District/Building Safety Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. This test is intended to reveal and correct any shortcomings within the plan.

B. FIRE DRILLS

A total of twelve (12) fire and emergency drills shall be conducted each year, with eight (8) occurring before December 31<sup>st</sup> (remaining four can be done in the spring semester). At least one (1) of the twelve (12) drills shall be held during one of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a students lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school. The Building Administrator, or designee, shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the porcedures to be followed in the event of an emergency. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Fire drills must be taken seriously at all times. From the time the alarm sounds, until occupants are back in the building, there should be no talking during these drills. In buildings where students are housed, teachers shall implement the following procedures.

1. See that doors and windows are closed, doors unlocked, and lights are out before leaving their classroom (if safe to do so).
2. Take class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
  - Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
  - Be sure that staff and students know alternate escape routes from the classroom.

C. BUS EMERGENCY DRILLS (see also Administrative Regulations 8212R.2)

1. A minimum of three (3) emergency drills are to be held on each school bus during the school year. The first drill is to be conducted during the first week of the fall term, the second between November 1<sup>st</sup> and December 31<sup>st</sup>, and the third between March 1<sup>st</sup> and April 30<sup>th</sup>. Students who ordinarily walk to school shall also be included in the drills.

2. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioners' Regulations and shall include, but will not be limited to, the following:
3. Safe boarding and exiting procedures
4. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
5. Orderly conduct as bus passengers.

#### **PLAN DISTRIBUTION AND REVIEW**

##### A. COPIES OF THE PLAN

A copy of this Plan shall be kept in the office of the Superintendent, Assistant Superintendent for Educational Services, School Business Administrator, Director of Facilities,, Building Administrators, Building Nurses, and building Head Custodians. The public portion will be available on the district web site.

## **IMPLEMENTATION OF SCHOOL SECURITY – 155.17(e)(1)(xii)**

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings:

### A. BASIC PROCEDURES

1. General access to buildings shall be limited to a clearly identified central access. All entrances, except for the main access, shall be locked and secured while classes are in session.

### B. VISITOR PROCEDURES

The Superintendent encourages parents/guardians and other citizens to visit District schools. The community should feel welcomed in our schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Administrator, or designee, is responsible for all persons in the building and on school grounds. In light of today's security concerns building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years. If a staff member observes a visitor, including a vendor, who is not known to them, the staff member shall request that person to identify themselves. If such a request is ignored, the staff member shall report to the Building Administrator, or designee, that an unauthorized person is in the building or immediately call law enforcement based upon a threat assessment.
6. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after school public events are not required to register or sign-in the building.
7. All visitors are expected to abide by the rules for public conduct while on school property as outlined in the District Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
8. The Building Administrator is responsible to enforce the District Code of Conduct as applied to visitors.

### C. STAFF RESPONSIBILITIES

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately call law enforcement and report their presence to the Building Administrator immediately.

## **INDIVIDUAL BUILDING INFORMATION**

Each Building Emergency Response Plan contains maps and floor plans of the buildings, and information on the number of staff and students in that school.

## **APPENDICES**

### **APPENDIX**

### **TITLE**

A	Administrators' Telephone Numbers
B	Emergency Response Team
C	Emergency/Agency Telephone Numbers
D	Drill Notification
E	Bomb Threat Form
F	School Incident Report Form
G	Threat Assessment Sheet
H	Telephone Threat Information Sheet
I	Missing Student Procedures- off campus
J	Procedures for Cleaning Up Body Fluid Spills
K	Non-public Schools and Day Care Centers
L	Assisted Evacuation Plans for Students with Special Needs
M	Pool Facility Safety Checklist
N	Transportation Accident Notification Form
O	Evacuation Sites
P	District Needs / Building Profile
Q	Resources Available Within District
R	School Bus Fleet Inventory
S	Maintenance Vehicles Inventory
T	Staff Qualified to Administer First Aid